

### BOOKING FORM

Book online at [www.rcog.org.uk/events](http://www.rcog.org.uk/events) for a £10 discount and instant confirmation

FEES	Standard Rate	Fellow, Member and Associate Rate	Trainee Rate	Allied Healthcare Professional Rate
Band A including UK (Tuesday 19 – Friday 22 April 2022)	£580	£525	£455	£395
Band B and C – Full Conference	£295			
Management of Subfertility (19-20 April 2022)	£420	£378	£340	£285
Assisted Conception (21-22 April 2022)	£420	£378	£340	£285
Band B and C – 2 day Rate	£215			

To verify which rate you qualify for, please visit [www.rcog.org.uk/events](http://www.rcog.org.uk/events) or contact the Events Team on +44 (0) 20 7772 6245. Prices indicated here are inclusive of VAT at 20%.

Please tick this box to say you have read and agree to the terms and conditions

### PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

College No. (if applicable) \_\_\_\_\_

Sex:  M  F

Title (Prof/Mr/Mrs/Ms/Dr etc) \_\_\_\_\_

Forename(s) \_\_\_\_\_

Surname \_\_\_\_\_

Department \_\_\_\_\_

Hospital \_\_\_\_\_

Consultant  Trainee  GP  SAS Doctor  Medical Student

Retired Fellow/Member  Allied Healthcare Professional  Other \_\_\_\_\_

Are you a member of BFS?  Yes  No

### ADDRESS FOR CORRESPONDENCE

House Name/Number and Street \_\_\_\_\_

Town \_\_\_\_\_

County \_\_\_\_\_ Postcode \_\_\_\_\_

Country (if not UK) \_\_\_\_\_

Daytime telephone number \_\_\_\_\_

Email address \_\_\_\_\_

## HOW DID YOU HEAR ABOUT THE CONFERENCE?

- Email from RCOG     RCOG News     Social Media     TOG/BJOG
- Specialist UK Society mailing     Colleague     \*Other website
- \*Other external event

\*If you ticked "other" please tell us which: \_\_\_\_\_

- Please tick if you do NOT wish your hospital details to appear on the list of participants to be circulated at the conference
- Please tick if you would NOT like to be contacted about future RCOG conferences and courses (please note this does NOT exclude you from other RCOG mailings and standard publications)

## PAYMENT

You can pay online using a credit/debit card via our website on the individual event page.

If you are unable to pay online, please contact the Events Teams on +44 (0)207 772 6245

We regret we cannot accept payment by American Express or Visa Electron.

All fees must be paid in full before the meeting. The RCOG reserves the right to refuse admission in the event of non-payment.

## REQUESTING AN INVOICE

To request an invoice, complete the event booking form and email it to Events Team on [events@rcog.org.uk](mailto:events@rcog.org.uk) together with a letter from your organisation approving to be invoiced for the event fee. This letter should contain the following information and will only be accepted if it is on official headed paper:

- Purchase order number
- Name of event
- Name of delegate attending the event
- The total amount to be invoiced for
- Name, address, telephone and email of the person the invoice should be sent to

**Please note:** We are unable to accept any invoice requests **6 weeks prior the event**. This is because of the time it takes to process invoices. All invoices **must be paid in full** by the event date in order for the delegate to attend; if we have not received payment by this date, we will ask the delegate for payment on arrival at the College.

**Alternatively, if your trust has a credit card,** payment can be made via this method by the credit card holder contacting the RCOG Events Team on +44 (0)20 7772 6245 with the following information:

- Name of event
- Name of delegate(s) attending the event

## GENERAL INFORMATION AND TERMS AND CONDITIONS

### Fee and payment

Fees must be paid in full before the first day of the meeting. The RCOG reserves the right to refuse admission in the event of non-payment.

Payment may be made by debit/credit card via our website at [www.rcog.org.uk/events](http://www.rcog.org.uk/events)

Places booked by telephone will be confirmed within 14 days of receipt of payment. You are not guaranteed a place until you receive this confirmation.

**Booking online provides you with immediate confirmation of your place and receipt of payment by email.**

If you have not received confirmation of your place before the start of the event, please telephone the Events Team on +44 (0)207 772 6245.

All registered retired Fellows and Members of the RCOG are entitled to a 50% discount on the member rate registration fee (please state if you are retired at the time of booking).

### Cancellations

Cancellations must be received in writing by **Tuesday 5 April 2022**, and be accompanied by a copy of your confirmation letter and receipt. An administrative charge of £25 will be made on all cancellations received before or on the above date. We regret the College cannot refund fees after the above date. Substitutions are welcome at any time.

In the unlikely event the course is cancelled by the RCOG, we regret we are unable to refund any travel and/or accommodation costs that have already been incurred by the delegate, or any administration charges relating to cancellation of travel tickets or accommodation.

### Data Protection Act

The details you provide on this form will be held and processed in order to administer your registration. Your name, department, hospital name and town will be included on the list of participants that will be issued to delegates, speakers, sponsoring companies and other interested parties involved in the conference.

We will keep your contact details on record in order to inform you of future RCOG conferences and courses. If you do not wish your details to be used in this manner, please tick the appropriate boxes on the registration form.

For full terms and conditions please visit [www.rcog.org.uk/events/terms-and-conditions](http://www.rcog.org.uk/events/terms-and-conditions)



Royal College of  
Obstetricians &  
Gynaecologists

**REGISTER TODAY**

[www.rcog.org.uk/events](http://www.rcog.org.uk/events) **t** +44 (0)20 7772 6245

**Events Team**

Royal College of Obstetricians and Gynaecologists  
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Registered Charity No: 213280